DOCUMENT RESUME

ED 345 056 CE 061 150

TITLE	Drafting. Ohio's Competency Analysis Profile. Revised.
INSTITUTION	Ohio State Univ., Columbus. Vocational Instructional Materials Lab.
SPONS AGENCY	Ohio State Dept. of Education, Columbus. Div. of Vocational and Career Education.
PUB DATE	Apr 92
NOTE	25p.; For related documents, see ED 338 827-852 and CE 061 142-176.
AVAILABLE FROM	Vocational Instructional Materials Lab, Ohio State University, 1900 Kenny Road, Columbus, OH 43210-1090 ($1.50).
PUB TYPE	Guides - Classroom Use - Teaching Guides (For Teacher) (052)
EDRS PRICE	MF01/PC01 Plus Postage.
DESCRIPTORS	Competence; *Competency Based Education; *Computer Assisted Design; *Drafting; Employment Potential; Entry Workers; *Freehand Drawing; Geometric Constructions; Job Analysis; Job Skills; Orthographic Projection; Postsecondary Education; Secondary Education; Task Analysis; Vocational Education
IDENTIFIERS	DACUM Process; Ohio

ABSTRACT

Developed through a modified DACUM (Developing a Curriculum) process involving business, industry, labor, and community agency representatives in Ohio, this document is a comprehensive and verified employer competency profile for drafting occupations. The list contains units (with and without subunits), competencies, and competency builders that identify the skills needed to enter these occupations. The occupational, academic, and employability skills for this occupation or occupational area are included. Within the outline are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items are required to be taught and will be the basis for questions on the state vocational competency tests. Advancing items identify the knowledge, skills, and attitudes needed to advance in the occupation; futuring items identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation 3 to 4 years from now. Titles of the 15 units are as follows: basic laboratory skills; geometric constructions; orthographic projections and auxiliary views; sectioning; drawing pictorials; basic intersections and developments; dimensioning; basic computer-aided (CAD) design skills; machine drawings; architectural drawings; structural drawings; civil and survey drafting; electrical and electronic drawings; advanced CAD skills; and employability skills. (KC)

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Revised 4/92

OCAP

OHIO'S COMPETENCY ANALYSIS PROFILE

ED345056

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CE061150

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What is OCAP?

"A comprehensive and verified employer competency list will be developed and kept current for each program." This is the second objective of Imperative 3 of the *Action Plan for Accelerating the Modernization of Vocational Education: Ohio's Future at Work*. Ohio's Competency Analysis Profile (OCAP) lists are the Division of Vocational and Career Education's response to that objective. OCAP lists evolve from a modified DACUM process involving business, industry, labor, and community agency representatives from throughout Ohio. The OCAP process is directed by the Vocational Instructional Materials Laboratory at The Ohio State University's Center on Education and Training for Employment.

How is OCAP used?

Each OCAP contains units (with and without subunits), competencies, and competency builders that identify the occupational, academic,* and employability skills needed to enter a given occupation or occupational area. Within that outline there are three levels of items: core, advancing, and futuring. Core items identify the knowledge, skills, and attitudes essential for entry-level employment. These items will be the basis for questions on the state vocational competency tests (scheduled to begin in school year 1993-94). Advancing items (marked with one asterisk) identify the knowledge, skills, and attitudes needed to advance in a given occupation. Futuring items (marked with two asterisks) identify the knowledge, skills, and attitudes needed to enter and remain in a given occupation three to four years from now.

School districts may add as many units, subunits, competencies, and/or competency builders as desired to reflect local employment needs, trends, and specialties. Local advisory committees should be actively involved in the identification and verification of additional items. Using OCAP lists, instructors will be able to formulate their vocational courses of study and monitor competency gains via the new criterion-referenced competency testing program that will be directly tied to the competencies identified on the OCAP lists.

***Academic competencies have not been identified for all OCAPs. At a later date math, communication, and science competencies will be released.**

The **Employability Skills** portion of this list was verified by the following employer panel:

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Ohio Competency Analysis Profile
Drafting

Revised 4/92

Unit 1: Basic Lab Skills

Competency 1.0.1: Demonstrate use of drafting equipment and supplies

Competency Builders:

1.0.1.1 Use and maintain drafting machines and tools
1.0.1.2 Use drafter's, architect's, engineer's, and metric scales
1.0.1.3 Select appropriate leads and erasers for drawing
1.0.1.4 Select, use, and maintain inking pens
1.0.1.5 Identify standard sizes and types of drawing media
1.0.1.6 Divide circle into 24 parts of 15 using 30°/60° and 45° triangles
1.0.1.7 Use compass to draw circles and arcs
1.0.1.8 Use divider
1.0.1.9 Measure angles using protractor
1.0.1.10 Use irregular curve to construct curved line
1.0.1.11 Operate adjustable triangle
1.0.1.12 Measure angles using protractor and vernier scale on drafting machine
1.0.1.13 Make adjustments to drafting machine to install and align scales

Competency 1.0.2: Reproduce drawings

Competency Builders:

1.0.2.1 Use reproduction machine
1.0.2.2 Make blueline or sepia

Competency 1.0.3: Demonstrate lettering techniques

Competency Builders:

1.0.3.1 Letter using proper freehand lettering techniques
1.0.3.2 Use and maintain mechanical lettering devices

Competency 1.0.4: Demonstrate line techniques

Competency Builders:

1.0.4.1 Demonstrate correct method for sharpening lead
1.0.4.2 Use proper techniques in drawing straight lines, arcs, and circles

* Advancing
** Futuring

Unit 2: Geometric Constructions

Competency 2.0.1: Draw straight lines

Competency Builders:

2.0.1.1 Bisect lines and arcs
2.0.1.2 Bisect angles
2.0.1.3 Draw parallel lines
2.0.1.4 Construct a perpendicular line to a line from a point
2.0.1.5 Divide a line into equal parts
2.0.1.6 Draw a line perpendicular through a point on a line

Competency 2.0.2: Construct angles

Competency Builders:

2.0.2.1 Construct triangle with sides given
2.0.2.2 Construct right triangle
2.0.2.3 Construct equiilateral triangle with one side given

Competency 2.0.3: Construct plane figures

Competency Builders:

2.0.3.1 Construct squares and rectangles
2.0.3.2 Inscribe hexagon inside a circle
2.0.3.3 Construct hexagon with distance across flat sides given
2.0.3.4 Construct pentagon by inscribing in a circle

Competency 2.0.4: Construct circles and arcs

Competency Builders:

2.0.4.1 Construct a circle through three given points
2.0.4.2 Draw an arc tangent to an acute angle and an obtuse angle
2.0.4.3 Draw an arc tangent to a right angle
2.0.4.4 Draw an arc tangent to a straight line and an arc
2.0.4.5 Draw an arc tangent to two arcs

Competency 2.0.5: Construct irregular figures

Competency Builders:

2.0.5.1 Draw an involute of a circle
2.0.5.2 Draw an ellipse using the approximate ellipse with compass method
2.0.5.3 Draw a parabola
2.0.5.4 Draw a parabolic curve joining two points

Unit 3: Orthographic Projections and Auxiliary Views

Competency 3.0.1: Sketch orthographic views

Competency Builders:

3.0.1.1 Make a two-view sketch
3.0.1.2 Make a three-view sketch

Competency 3.0.2: Draw multiview projections

Competency Builders:

3.0.2.1 Identify types of planes in orthographic views
3.0.2.2 Identify projection lines in orthographic views
3.0.2.3 Construct top view
3.0.2.4 Construct front view
3.0.2.5 Construct right side view
3.0.2.6 Construct missing visible and hidden lines
3.0.2.7 Construct circles and arcs using a template
3.0.2.8 Construct one-view drawing
3.0.2.9 Construct two-view drawing
3.0.2.10 Construct three-view drawing
3.0.2.11 Construct fillets, rounds, and runout

Competency 3.0.3: Draw auxiliary views

Competency Builders:

3.0.3.1 Construct primary auxiliary view of an inclined plane
3.0.3.2 Construct true-size auxiliary view of a curved surface
3.0.3.3 Construct true length of an oblique line
3.0.3.4 Determine true angle and slope of a line
3.0.3.5 Determine true angle between two planes
3.0.3.6 Determine visibility of crossing skew lines in space*
3.0.3.7 Determine visibility of a line and a plane that cross in space*
3.0.3.8 Locate piercing point of a line and a plane*
3.0.3.9 Construct secondary auxiliary view of an object
3.0.3.10 Construct point view of a line
3.0.3.11 Determine true angle between two planes in a secondary auxiliary view*
3.0.3.12 Construct true-size auxiliary view of an oblique plane*
3.0.3.13 Determine shortest distance between a point and a line*
3.0.3.14 Determine shortest distance between two skew lines*

* Advancing
** Futuring

Unit 4: Sectioning

Competency 4.0.1: Draw standard sections

Competency Builders:

4.0.1.1 Construct various material symbols in section
4.0.1.2 Construct full section of an object
4.0.1.3 Construct half section of an object
4.0.1.4 Construct offset section of an object

Competency 4.0.2: Draw special sections

Competency Builders:

4.0.2.1 Construct broken-out section of an object
4.0.2.2 Construct removed section of an object
4.0.2.3 Construct revolved section of an object
4.0.2.4 Construct rib section of an object
4.0.2.5 Construct aligned section of an object with holes, ribs, or spokes
4.0.2.6 Construct adjacent parts in an assembly section

Competency 4.0.3: Draw conventional breaks

Competency Builders:

4.0.3.1 Construct conventional breaks
4.0.3.2 Construct an assembly section

Unit 5: Drawing Pictorials

Competency 5.0.1: Create axonometric projections

Competency Builders:

5.0.1.1 Sketch isometric drawing
5.0.1.2 Sketch isometric circles
5.0.1.3 Construct axonometric drawing using box method
5.0.1.4 Construct angles on an isometric
5.0.1.5 Construct isometric circles and arcs
5.0.1.6 Construct isometric curves using coordinates
5.0.1.7 Construct isometric in center of a drawing media

Competency 5.0.2: Create oblique drawings

Competency Builders:

5.0.2.1 Construct an oblique presentation drawing
5.0.2.2 Sketch an oblique drawing

* Advancing
** Futuring

Competency 5.0.3: Create presentation drawings

Competency Builders:

5.0.3.1 Sketch one-point perspective
5.0.3.2 Sketch two-point perspective
5.0.3.3 Construct one-point perspective
5.0.3.4 Construct two-point perspective
5.0.3.5 Construct curves in a perspective
5.0.3.6 Construct conceptual presentation sketches*
5.0.3.7 Construct design sketches*
5.0.3.8 Construct diametric presentation drawing*

Competency 5.0.4: Draw exploded assemblies*

Competency Builders:

5.0.4.1 Construct exploded assembly presentation drawing*
5.0.4.2 Label exploded view*

Unit 6: Basic Intersections and Developments

Competency 6.0.1: Construct development drawings

Competency Builders:

6.0.1.1 Label points, lines, and planes in views
6.0.1.2 Identify true lengths and types of lines
6.0.1.3 Identify true sizes and types of planes
6.0.1.4 Construct lengths of lines and true sizes of planes using auxiliary views
6.0.1.5 Construct true lengths of lines using rotation
6.0.1.6 Construct true sizes of planes using rotation
6.0.1.7 Locate elements of single curved surfaces*

Competency 6.0.2: Construct transition drawings

Competency Builders:

6.0.2.1 Construct square-to-square transitions
6.0.2.2 Construct square-to-round transitions
6.0.2.3 Construct rectangular-to-square transitions
6.0.2.4 Construct rectangular-to-round transitions

Competency 6.0.3: Draw intersections

Competency Builders:

6.0.3.1 Construct intersections of surfaces
6.0.3.2 Construct intersections of surfaces using two-view method*

Competency 6.0.4: Construct development models

Competency Builders:

6.0.4.1 Construct radial line developments
6.0.4.2 Construct parallel line developments
6.0.4.3 Construct special developments using triangulation

* Advancing
** Futuring

Unit 7: Dimensioning

Competency 7.0.1: Demonstrate dimensioning techniques

Competency Builders:

7.0.1.1 Construct arrowheads
7.0.1.2 Dimension arcs
7.0.1.3 Dimension angles
7.0.1.4 Dimension curves
7.0.1.5 Dimension rounded-end shapes
7.0.1.6 Dimension spherical objects
7.0.1.7 Dimension cylindrical objects
7.0.1.8 Dimension tapers
7.0.1.9 Dimension cones, pyramids, and prisms
7.0.1.10 Dimension features on a circular center line
7.0.1.11 Dimension a theoretical point of intersection
7.0.1.12 Dimension an object using a rectangular coordinate system
7.0.1.13 Dimension an object using a polar coordinate system
7.0.1.14 Dimension an object using a tabular coordinate system
7.0.1.15 Dimension an object using an ordinate dimensioning system
7.0.1.16 Apply symbols for surface and texture control
7.0.1.17 Add notes to drawing

Competency 7.0.2: Interpret and apply tolerances

Competency Builders:

7.0.2.1 Interpret decimal tolerance dimensions
7.0.2.2 Calculate and dimension clearance fit tolerances of mating parts
7.0.2.3 Calculate and dimension interference fit tolerances of mating parts
7.0.2.4 Calculate and assign tolerances to mating parts using standard fit tables

Competency 7.0.3: Apply geometric tolerances*

Competency Builders:

7.0.3.1 Apply positional and form tolerancing symbols*
7.0.3.2 Apply symbols for true position*
7.0.3.3 Apply symbols for maximum material control and regardless of feature size*

* Advancing
** Futuring

Unit 8: Basic Computer-aided Design (CAD) Skills

Competency 8.0.1: Demonstrate basic computer skills

Competency Builders:

8.0.1.1 Start up and shut down CAD system
8.0.1.2 Format disk
8.0.1.3 Copy files
8.0.1.4 Delete files
8.0.1.5 Change directory
8.0.1.6 Rename files
8.0.1.7 Create directory*

Competency 8.0.2: Set drawing parameters

Competency Builders:

8.0.2.1 Create new drawing
8.0.2.2 Set drawing scale
8.0.2.3 Set sheet size

Competency 8.0.3: Create drawing entities

Competency Builders:

8.0.3.1 Operate input device
8.0.3.2 Apply knowledge of draw commands
8.0.3.3 Control coordinates
8.0.3.4 Control display scale
8.0.3.5 Construct lines
8.0.3.6 Create text

Competency 8.0.4: Edit drawing entities

Competency Builders:

8.0.4.1 Apply knowledge of editing commands
8.0.4.2 Erase lines/text
8.0.4.3 Move lines/text
8.0.4.4 Modify lines/text

Competency 8.0.5: Control viewing

Competency Builders:

8.0.5.1 Apply knowledge of viewing commands
8.0.5.2 Control display scale (e.g., zoom)
8.0.5.3 Control line/text colors

* Advancing
** Futuring

Competency 8.0.6: Use drawing aids

Competency Builders:

8.0.6.1 Apply knowledge of drawing-aid commands
8.0.6.2 Control line/text snap modes (e.g., grid)
8.0.6.3 Identify line/text values (e.g., list)

Competency 8.0.7: Save drawing files

Competency Builders:

8.0.7.1 Apply knowledge of utilities commands
8.0.7.2 Save drawings to storage devices
8.0.7.3 Plot drawings on media

Competency 8.0.8: Create symbols and libraries

Competency Builders:

8.0.8.1 Create symbols (e.g., blocks and Wblocks)
8.0.8.2 Save and modify symbols

Competency 8.0.9: Manage and control symbols, layers, and line types

Competency Builders:

8.0.9.1 Integrate symbols into CAD menu
8.0.9.2 Create layers and line types
8.0.9.3 Modify layers and change line entities

Competency 8.0.10: Create attributes

Competency Builders:

8.0.10.1 Identify line and text attributes
8.0.10.2 Extract line and text attributes from CAD drawing

Unit 9: Machine Drawings

Competency 9.0.1: Apply tolerances and fits

Competency Builders:

9.0.1.1 Tolerance dimensions on drawing
9.0.1.2 Calculate and dimension clearance fit tolerances using standard fit tables
9.0.1.3 Calculate and dimension interference fit tolerances using standard fit tables
9.0.1.4 Calculate and assign tolerances to mating parts using standard fit tables
9.0.1.5 Calculate and dimension hole size limits for standard dowels

Competency 9.0.2: Apply geometric tolerances*

Competency Builders:

9.0.2.1 Dimension object using position and form tolerances*
9.0.2.2 Select appropriate datum points and reference features*

* Advancing
** Futuring

Competency 9.0.3: Draw assemblies

Competency Builders:

9.0.3.1 Draw set of detail drawings
9.0.3.2 Draw assembly drawing
9.0.3.3 Complete detailed title block and revision block
9.0.3.4 Complete parts list
9.0.3.5 Make drawing revision
9.0.3.6 Determine ranges of motion of moving parts to ensure clearances*
9.0.3.7 Draw design layout*

Competency 9.0.4: Draw fasteners

Competency Builders:

9.0.4.1 Draw thread symbols
9.0.4.2 Draw threaded fasteners
9.0.4.3 Draw welded assembly drawing
9.0.4.4 Draw spring drawings to include specifications
9.0.4.5 Draw keys in assembled positions

Competency 9.0.5: Detail fluid power drawings*

Competency Builders:

9.0.5.1 Identify fittings from written descriptions and draw symbols*
9.0.5.2 Draw single-line drawings of screwed and socket weld pipe fittings*
9.0.5.3 Draw single-line drawings of welded pipe fittings*
9.0.5.4 Draw double-line drawings of welded pipe fittings*
9.0.5.5 Dimension and draw single-line pipe assembly and detail*

Competency 9.0.6: Detail cam and gear drawings*

Competency Builders:

9.0.6.1 Construct spur gear drawing*
9.0.6.2 Construct bevel gear*
9.0.6.3 Construct worm and worm gear*
9.0.6.4 Calculate gear ratios*
9.0.6.5 Determine gear rotation*
9.0.6.6 Calculate gear speeds*
9.0.6.7 Draw cam drawing*
9.0.6.8 Select chain drive*
9.0.6.9 Select V-belt drive*
9.0.6.10 Select types of bearings from handbooks*

Competency 9.0.7: Design mechanical project*

Competency Builders:

9.0.7.1 Prepare design layout*
9.0.7.2 Perform supporting calculations*
9.0.7.3 Prepare detail drawings*

* Advancing
** Futuring

Unit 10: Architectural Drawings

Competency 10.0.1: Draw and dimension floor plan

Competency Builders:

10.0.1.1 Draw kitchen
10.0.1.2 Draw sleeping area
10.0.1.3 Draw bathroom
10.0.1.4 Draw living area
10.0.1.5 Draw traffic patterns
10.0.1.6 Draw storage facilities

Competency 10.0.2: Draw plot plan

Competency Builders:

10.0.2.1 Develop orientation of plot
10.0.2.2 Draw site plan

Competency 10.0.3: Draw foundation plan

Competency Builders:

10.0.3.1 Detail foundation section using slab, crawl space, or basement construction
10.0.3.2 Draw floor plan from preliminary sketch

Competency 10.0.4: Draw elevations

Competency Builders:

10.0.4.1 Sketch two different elevations of same floor plan
10.0.4.2 Draw front and side elevation
10.0.4.3 Draw front elevation on uneven terrain

Competency 10.0.5: Prepare schedules

Competency Builders:

10.0.5.1 Prepare door and window schedule
10.0.5.2 Prepare bill(s) of material

Competency 10.0.6: Draw sections and details

Competency Builders:

10.0.6.1 Draw stairway layout
10.0.6.2 Draw fireplace construction details
10.0.6.3 Draw typical cabinet details
10.0.6.4 Draw door and window section details
10.0.6.5 Draw wall section detail

Competency 10.0.7: Draw roof plan

Competency Builders:

10.0.7.1 Sketch different roofs on an elevation
10.0.7.2 Identify types of trusses

* Advancing
** Futuring

Competency 10.0.8: Interpret and draw electrical plan

Competency Builders:

10.0.8.1 Apply knowledge of National Electric Code (NEC)*
10.0.8.2 Calculate service size and minimum number of circuits*
10.0.8.3 Locate receptacle, switch, and lighting outlets

Competency 10.0.9: Interpret and draw plumbing plan

Competency Builders:

10.0.9.1 Draw plumbing drawing of building drain system
10.0.9.2 Draw plumbing drawings for residential building

Competency 10.0.10: Create presentation drawings*

Competency Builders:

10.0.10.1 Locate vanishing points*
10.0.10.2 Draw one-point perspective*
10.0.10.3 Draw two-point perspective*
10.0.10.4 Shade and shadow various objects*
10.0.10.5 Render an elevation*
10.0.10.6 Render perspectives*

Competency 10.0.11: Design a residential structure*

Competency Builders:

10.0.11.1 Prepare design layout*
10.0.11.2 Perform supporting calculations*
10.0.11.3 Prepare detail drawings*

Unit 11: Structural Drawings

Competency 11.0.1: Draw structural steel shapes

Competency Builders:

11.0.1.1 Identify standard produced shapes in cross section
11.0.1.2 Interpret standard classifications of shapes
11.0.1.3 Locate data for shapes in *The American Institute of Steel Construction Manual*

Competency 11.0.2: Draw structural connections

Competency Builders:

11.0.2.1 Draw and dimension structural members and connections in detail
11.0.2.2 Identify common structural steel fastening methods

Competency 11.0.3: Draw erection plans

Competency Builders:

11.0.3.1 Draw and dimension structural members in plan
11.0.3.2 Develop bill of materials for structural steel

Competency 11.0.4: Draw structural details

Competency Builders:

11.0.4.1 Identify common structural steel fabrication materials
11.0.4.2 Identify common concrete members
11.0.4.3 Draw details of concrete members

Unit 12: Civil and Survey Drafting

Competency 12.0.1: Gather data, information, and drawings from county mapping department

Competency Builders:

12.0.1.1 Identify topographical drawings of area(s)
12.0.1.2 Identify topographical features of area(s)
12.0.1.3 Identify common types of maps

Competency 12.0.2: Set up transit

Competency Builders:

12.0.2.1 Level tripod head
12.0.2.2 Mount and level transit

Competency 12.0.3: Operate transit

Competency Builders:

12.0.3.1 Focus cross hairs
12.0.3.2 Adjust sight focus
12.0.3.3 Run levels and cross sections and record notes

Competency 12.0.4: Shoot boundary lines

Competency Builders:

12.0.4.1 Convert azimuths to bearings and bearings to azimuths
12.0.4.2 Locate intersections
12.0.4.3 Record field notes

Competency 12.0.5: Generate completed survey drawing

Competency Builders:

12.0.5.1 Plot points by coordinate method
12.0.5.2 Draw traverses, contours, and profiles

Unit 13: Electrical and Electronic Drawings

Competency 13.0.1: Draw electrical assemblies

Competency Builders:

13.0.1.1 Identify components
13.0.1.2 Locate components according to engineer's sketch
13.0.1.3 Create assembly
13.0.1.4 Detail components
13.0.1.5 Draw wiring harness

Competency 13.0.2: Draw electrical wiring diagrams

Competency Builders:

13.0.2.1 Determine connections
13.0.2.2 Apply knowledge of symbols

Competency 13.0.3: Draw electronic assemblies

Competency Builders:

13.0.3.1 Locate components according to engineer's sketch
13.0.3.2 Create assembly
13.0.3.3 Detail components

Competency 13.0.4: Draw electronic schematics

Competency Builders:

13.0.4.1 Draw connections according to engineer's sketch
13.0.4.2 Apply knowledge of symbols

Unit 14: Advanced Computer-aided Design (CAD) Skills*

Competency 14.0.1: Use third-party software*

Competency Builders:

14.0.1.1 Demonstrate knowledge of text editors*
14.0.1.2 Use text editors*

Competency 14.0.2: Use macro/LISP capabilities*

Competency Builders:

14.0.2.1 Load macro/LISP files*
14.0.2.2 Program macro/LISP routines*

* Advancing
** Futuring

Competency 14.0.3: Develop three-dimensional drawings*

Competency Builders:

14.0.3.1 Create three-dimensional displays*
14.0.3.2 Create three-dimensional shapes*
14.0.3.3 Modify three-dimensional shapes*

Unit 15: Employability Skills
Subunit 15.1: Career Development

Competency 15.1.1: Investigate career options

Competency Builders:

15.1.1.1 Determine interests and aptitudes
15.1.1.2 Identify career options
15.1.1.3 Research occupations matching interests and aptitudes
15.1.1.4 Select career(s) that best match(es) interests and aptitudes
15.1.1.5 Identify advantages and disadvantages of career options, including nontraditional careers
15.1.1.6 Assess differences in wages, annual incomes, and job opportunities based on geographic location
15.1.1.7 Develop a career plan

Competency 15.1.2: Analyze potential barriers to employment

Competency Builders:

15.1.2.1 Identify common barriers to employment
15.1.2.2 Describe strategies to overcome employment barriers

Unit 15: Employability Skills
Subunit 15.2: Decision Making and Problem Solving

Competency 15.2.1: Apply decision-making techniques in the workplace

Competency Builders:

15.2.1.1 Identify the decision to be made
15.2.1.2 Compare alternatives
15.2.1.3 Determine consequences of each alternative
15.2.1.4 Make decisions based on values and goals
15.2.1.5 Evaluate the decision made

Competency 15.2.2: Apply problem-solving techniques in the workplace

Competency Builders:

15.2.2.1 Diagnose the problem and its causes
15.2.2.2 Identify alternatives and their consequences in relation to the problem
15.2.2.3 Examine multicultural and nonsexist dimensions of problem solving
15.2.2.4 Utilize resources to explore possible solutions to the problem
15.2.2.5 Compare and contrast the advantages and disadvantages of each solution
15.2.2.6 Determine appropriate action
15.2.2.7 Evaluate results

Unit 15: Employability Skills

Subunit 15.3: Work Ethic

Competency 15.3.1: Evaluate the relationship of self-esteem to work ethic

Competency Builders:

15.3.1.1 Identify special characteristics and abilities in self and others
15.3.1.2 Identify internal and external factors that affect self-esteem

Competency 15.3.2: Analyze the relationship of personal values and goals to work ethic both in and out of the workplace

Competency Builders:

15.3.2.1 Distinguish between values and goals
15.3.2.2 Determine the importance of values and goals
15.3.2.3 Evaluate how values affect goals
15.3.2.4 Identify short-term and long-term goals
15.3.2.5 Prioritize personal goals
15.3.2.6 Describe how personal values are reflected in work ethic
15.3.2.7 Describe how interactions in the workplace affect personal work ethic
15.3.2.8 Examine how life changes affect personal work ethic

Competency 15.3.3: Demonstrate work ethic

Competency Builders:

15.3.3.1 Examine factors that influence work ethic
15.3.3.2 Exhibit characteristics that reflect an appropriate work ethic

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Unit 15: Employability Skills
Subunit 15.4: Job-Seeking Skills

Competency 15.4.1: Prepare for employment

Competency Builders:

15.4.1.1 Identify traditional and nontraditional employment sources
15.4.1.2 Utilize employment sources
15.4.1.3 Research job opportunities, including nontraditional careers
15.4.1.4 Interpret equal employment opportunity laws
15.4.1.5 Explain the critical importance of personal appearance, hygiene, and demeanor throughout the employment process
15.4.1.6 Prepare for generic employment tests and those specific to an occupation/organization

Competency 15.4.2: Design a résumé

Competency Builders:

15.4.2.1 Identify personal strengths and weaknesses
15.4.2.2 List skills and/or abilities, career objective(s), accomplishments/achievements, educational background, and work experience
15.4.2.3 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
15.4.2.4 Complete résumé using various formats
15.4.2.5 Secure references

Competency 15.4.3: Complete and process job application forms

Competency Builders:

15.4.3.1 Explain the importance of an application form
15.4.3.2 Identify ways to obtain job application forms
15.4.3.3 Describe methods for handling illegal questions on job application forms
15.4.3.4 Demonstrate legible written communication skills using correct grammar, spelling, and concise wording
15.4.3.5 Return application to proper person, request interview, and follow up

Competency 15.4.4: Demonstrate interviewing skills

Competency Builders:

15.4.4.1 Investigate interview environment and procedures
15.4.4.2 Explain the critical importance of personal appearance, hygiene, and demeanor
15.4.4.3 Demonstrate question and answer techniques
15.4.4.4 Demonstrate methods for handling difficult and/or illegal interview questions

Competency 15.4.5: Secure employment

Competency Builders:

15.4.5.1 Identify present and future employment opportunities within an occupation/organization
15.4.5.2 Research the organization/company
15.4.5.3 Use follow-up techniques to enhance employment potential
15.4.5.4 Compare and evaluate job offers

Unit 15: Employability Skills
Subunit 15.5: Job Retention Skills

Competency 15.5.1: Analyze the organizational structure of the workplace

Competency Builders:

15.5.1.1 Identify and evaluate employer expectations regarding job performance, work habits, attitudes, personal appearance, and hygiene
15.5.1.2 Be aware of and obey all company policies and procedures
15.5.1.3 Examine the role/relationship between employee and employer
15.5.1.4 Recognize opportunities for advancement and reasons for termination

Competency 15.5.2: Maintain positive relations with others

Competency Builders:

15.5.2.1 Exhibit appropriate work habits and attitude
15.5.2.2 Identify behaviors to establish successful working relationships
15.5.2.3 Cooperate and compromise through teamwork and group participation
15.5.2.4 Identify alternatives for dealing with harassment, bias, and discrimination based on race, color, national origin, sex, religion, handicap, or age

Unit 15: Employability Skills
Subunit 15.6: Job Advancement

Competency 15.6.1: Analyze opportunities for personal and career growth

Competency Builders:

15.6.1.1 Determine opportunities within an occupation/organization
15.6.1.2 Compare and contrast other opportunities
15.6.1.3 List benefits of job advancement
15.6.1.4 Evaluate factors involved when assuming a new position within or outside an occupation/organization

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Competency 15.6.2: Exhibit characteristics needed for advancement

Competency Builders:

15.6.2.1 Display a positive attitude
15.6.2.2 Demonstrate knowledge of a position
15.6.2.3 Perform quality work
15.6.2.4 Adapt to changing situations and technology
15.6.2.5 Demonstrate capability for different positions
15.6.2.6 Participate in continuing education/training programs
15.6.2.7 Respect, accept, and work with ALL individuals in the workplace

Unit 15: Employability Skills
Subunit 15.7: Technology in the Workplace

Competency 15.7.1: Assess the impact of technology in the workplace

Competency Builders:

15.7.1.1 Cite how past business/industry practices have influenced present business/industry processes
15.7.1.2 Investigate the use of technology in the workplace
15.7.1.3 Analyze how present skills can be applied to learning new technologies

Competency 15.7.2: Use a variety of technological applications

Competency Builders:

15.7.2.1 Explore basic mathematical, scientific, computer, and technological principles
15.7.2.2 Use technology to accomplish assigned tasks
15.7.2.3 Create solutions to problems using technical means

Unit 15: Employability Skills
Subunit 15.8: Lifelong Learning

Competency 15.8.1: Apply lifelong learning to individual situations

Competency Builders:

15.8.1.1 Define lifelong learning
15.8.1.2 Identify factors that cause the need for lifelong learning

Competency 15.8.2: Adapt to change

Competency Builders:

15.8.2.1 Analyze the effects of change
15.8.2.2 Identify reasons why goals change
15.8.2.3 Describe the importance of flexibility when reevaluating goals
15.8.2.4 Evaluate the need for continuing education/training

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Unit 15: Employability Skills
Subunit 15.9: Economic Education

Competency 15.9.1: Analyze global enterprise system

Competency Builders:

15.9.1.1 Identify characteristics of various enterprise systems
15.9.1.2 Examine the relationship between competition, risk, and profit
15.9.1.3 Illustrate how supply and demand influence price

Competency 15.9.2: Evaluate personal money management

Competency Builders:

15.9.2.1 Describe the need for personal management records
15.9.2.2 Identify methods of taxation
15.9.2.3 Analyze how credit affects financial security
15.9.2.4 Compare types and methods of investments
15.9.2.5 Prepare a personal budget
15.9.2.6 Be an informed and responsible consumer
15.9.2.7 Analyze the effects of advertising on the consumer

Unit 15: Employability Skills
Subunit 15.10: Balancing Work and Family

Competency 15.10.1: Analyze the effects of family on work

Competency Builders:

15.10.1.1 Recognize how family values, goals, and priorities are reflected in the workplace
15.10.1.2 Identify present and future family structures and responsibilities
15.10.1.3 Describe personal and family roles
15.10.1.4 Analyze concerns of working parent(s)
15.10.1.5 Examine how family responsibilities can conflict with work
15.10.1.6 Resolve family-related conflicts
15.10.1.7 Explain how to use support systems/community resources to help resolve family-related conflicts

Competency 15.10.2: Analyze the effects of work on family

Competency Builders:

15.10.2.1 Identify responsibilities associated with paid and nonpaid work
15.10.2.2 Compare the advantages and disadvantages of multiple incomes
15.10.2.3 Explain how work can conflict with family responsibilities
15.10.2.4 Explain how work-related stress can affect families
15.10.2.5 Identify family support systems and resources

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Unit 15: Employability Skills
Subunit 15.11: Citizenship in the Workplace

Competency 15.11.1: Exercise the rights and responsibilities of citizenship in the workplace

Competency Builders:

15.11.1.1 Identify the basic rights and responsibilities of citizenship
15.11.1.2 Examine the history and contributions of all racial, ethnic, and cultural groups

Competency 15.11.2: Cooperate with others in the workplace

Competency Builders:

15.11.2.1 Identify situations in which compromise is necessary
15.11.2.2 Examine how individuals from various backgrounds contribute to work-related situations
15.11.2.3 Demonstrate initiative to facilitate cooperation
15.11.2.4 Give and receive constructive criticism to enhance cooperation

Unit 15: Employability Skills
Subunit 15.12: Leadership

Competency 15.12.1: Evaluate leadership styles appropriate for the workplace

Competency Builders:

15.12.1.1 Identify characteristics of effective leaders
15.12.1.2 Compare leadership styles
15.12.1.3 Demonstrate effective delegation skills
15.12.1.4 Identify opportunities to lead in the workplace

Competency 15.12.2: Demonstrate effective teamwork skills

Competency Builders:

15.12.2.1 Identify the responsibilities of a valuable group member
15.12.2.2 Exhibit open-mindedness
15.12.2.3 Identify methods of involving each member of a team
15.12.2.4 Contribute to the efficiency and success of a group
15.12.2.5 Determine ways to motivate others

Competency 15.12.3: Utilize effective communication skills

Competency Builders:

15.12.3.1 Identify the importance of listening
15.12.3.2 Demonstrate assertive communication
15.12.3.3 Recognize the importance of verbal and nonverbal cues and messages
15.12.3.4 Analyze written material
15.12.3.5 Prepare written material
15.12.3.6 Give and receive feedback
15.12.3.7 Articulate thoughts
15.12.3.8 Use appropriate language

Unit 15: Employability Skills

Subunit 15.13: Entrepreneurship

Competency 15.13.1: Evaluate the role of small business in the economy

Competency Builders:

15.13.1.1 Identify the benefits of small business to a community
15.13.1.2 Analyze opportunities for small business in a community

Competency 15.13.2: Examine considerations of starting a business

Competency Builders:

15.13.2.1 Research a business idea
15.13.2.2 Compare various ways to become a small business owner
15.13.2.3 Investigate factors to consider in financing a new business
15.13.2.4 Evaluate entrepreneurship as a career option

Distributed by

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